

COUNCIL COMMUNICATION

TO: THE CITY COUNCIL
FROM: THE CITY MANAGER'S OFFICE

COUNCIL MEETING DATE: Oct. 19, 1988

SUBJECT: REPORT ON FIRE INSPECTION PROGRAM

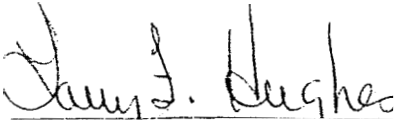
RECOMMENDED ACTION:

The purpose of this report is to inform the Council, and therefore, there is no required action by Council.

BACKGROUND:

At the request, of the City Council the Fire Chief will present a report of the Fire Departments Fire Inspection Program. The attached materials provide an overview of the program on which the Chief will make his report.

Council Communication prepared by,

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Larry Hughes, Fire Chief

LODI FIRE DEPARTMENT

FIRE INSPECTION PROGRAM OVERVIEW

The **responsibility** for the fire inspection of occupancies in the City of Lodi **will** be divided between the Fire Prevention Bureau, Suppression **Personnel** and the Business Owner as follows:

TYPES OF INSPECTIONS TO BE CONDUCTED AND/OR OCCUPANCIES TO BE INSPECTED

1. Fire Prevention Bureau
 - a) Health Care Facilities
 - b) Schools
 - c) Certificate of Occupancy
 - d) ~~New~~ Businesses
 - e) Selected Occupancies (e.g. auto body shops)
 - f) Special Hazard Occupancies
2. Suppression Personnel
 - a) Apartments, Hotels & Motels
 - b) Retail Occupancies
 - c) Selected Assembly Occupancies
3. Business **Owners**

Owners of low risk businesses will be asked to enter a "self inspection program", which will allow the business to conduct its' own inspection and report the results to the Fire Prevention Bureau. This program is followed up with random check inspections by fire personnel-

PERSONNEL INVOLVEMENT

1. Fire Prevention Bureau Program
 - a) Fire Marshall

Responsible for the management **and** supervision of all personnel assigned to the Fire Prevention Bureau and **for** the development and supervision of all fire prevention **programs**. **This** person also does plan checking, inspections of new and existing occupancies and other related **work as required**.
 - b) Fire Inspector

Does inspections of new and existing occupancies and other work as required. This person also assist citizens **with** complaints and **conducts** follow-up inspections- The Cities weed abatement program is carried **out** by this **person**.

- c) Shift Inspectors
These personnel are Fire Suppression personnel who are assigned to the fire prevention bureau on specific dates each month while they are on duty. They conduct inspections of new and existing occupancies and do follow-up inspections and answer citizen complaints, etc.
- d) Truck Company Personnel
These personnel do follow-up inspections of the original inspections made by other personnel, where the type of inspection necessary only requires recognition of the correction of a problem.
- e) Bureau Administrative Clerk
Provides clerical support to all programs.
coordinates the Hood and Duct inspection program, schedules public education program, coordinates the weed abatement programs paperwork, does data entry and management, and other work as required.

2. Suppression Personnel Program

- a) Engine Company Personnel?
These personnel will be inspecting all Class "B" occupancies beginning in January 1989. They are presently inspecting all apartments, hotels and motels in the city.
- b) Truck Company Personnel
These personnel now do all call back (follow-up) inspections and will continue to do this work behind the engine companies as well as what they presently are doing.
- c) Battalion Chief
In addition to the supervision of the suppression personnel in their prevention work, these personnel will be doing night spot checks of certain assembly buildings. Due to the required training, we do not have a starting date for this program at, this time.
- d) Bureau Administrative Clerk
(provides same services as noted before)

3. Self-Inspection Program

- a) Fire Marshall
Responsible for the development and implementation of the program as well as the coordination of it once it is operative-

- b) Fire Inspector
Will conduct random spot checks of business involved in the program, respond to questions from businesses, make inspections of those businesses not returning an inspection form and assist with the education of the business community regarding the program.
- c) Shift Inspector
(same as Fire Inspector)
- d) Truck Companies
(same as Fire Inspector)
- e) Bureau Administrative Clerk
Will provide clerical support, which will include handling all mailing and data processing.
- f) Business Owner
These people will be asked to become involved in the program which will require them to inspect their own business, fill out a form and return it to the fire department.

PROJECTED WORKLOAD

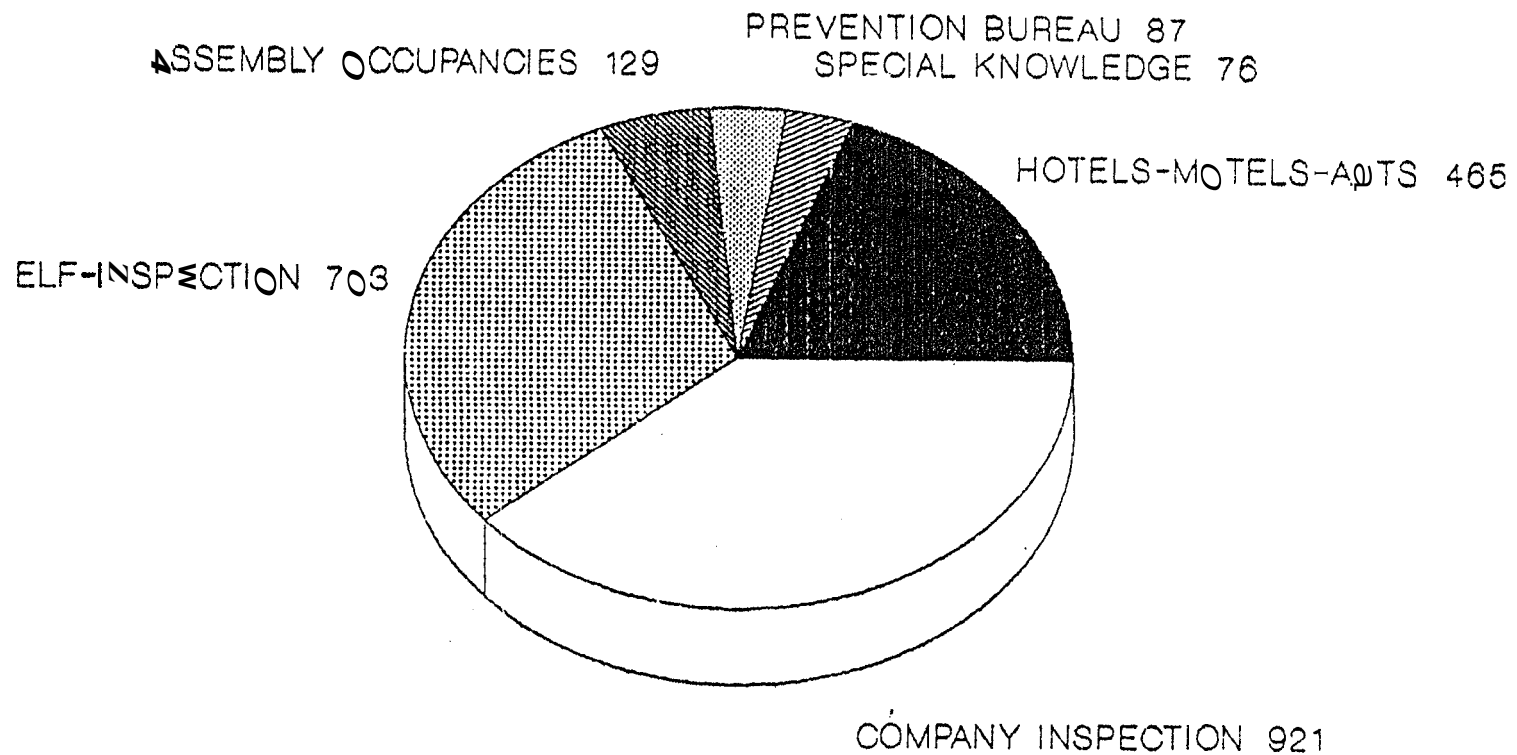
The, projected workload which this program will place on the department is as follows and is based on figures which were compiled in early 1988.

TYPE OF OCCUPANCY	# IN CITY	FREQ.	TOTAL INSPECTIONS
Public Assemblies	129	1/year	129
Hospitals, Conv. Homes. Other Licensed Facilities, Special. Hazard, etc.	87	2/year	174
Special Knowledge Req.	76	2/year	152
Hotels, Motels, Apts.	465	1/year	465
Company Inspections ("B" Occupancies)	921	1/year	921
Self Inspections	703	1/year	703
		total	<hr/> 2544

It is well established in fire prevention inspection work that each inspection will require from 1 to 4 follow-up inspections before compliance is reached. With this in mind

it. **is** easily seen that we are faced with somewhere between a minimum of 2544 inspections and a maximum of 10,176. With this in mind we have stepped back and evaluated the need for inspections in certain occupancies and have decided to seek quality inspection work in lieu of quantity. Our goal is to concentrate on the high life hazard and high potential fire loss occupancies **initially** and to inspect all other occupancies on a time **avnilable** basis.

INSPECTION FILE



Early 1988 Figures